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**From:** English, Beth (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=BETH.ENGLISH]  
**Sent:** 1/11/2011 6:25:47 PM  
**To:** Hanchett, James (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=James.Hanchett]  
**CC:** Dunn, Ceci (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=Ceci.Dunn]  
**Subject:** RE: DPH Staff - Move (Immunization phones)

Thanks for the information you forwarded. I am wondering specifically about the re-direct for the 'general' phone line in 222 – we were hoping it would be possible for that line to redirect callers to one of the individual staff (as in "thank you for calling the MDPH Amherst Office, press 1 to speak to Suzanne, 2 for Marija,...etc) Steve thought we would go through you, is that correct?

Thanks,  
Beth

**Beth English**

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**From:** Hanchett, James (DPH)  
**Sent:** Tuesday, January 11, 2011 1:18 PM  
**To:** English, Beth (DPH)  
**Subject:** RE: DPH Staff - Move (Immunization phones)

I will forward the last info I have. Check with Steve or Rick.

Jim

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**From:** English, Beth (DPH)  
**Sent:** Tuesday, January 11, 2011 1:11 PM  
**To:** Hanchett, James (DPH)  
**Cc:** Dunn, Ceci (DPH)  
**Subject:** RE: DPH Staff - Move (Immunization phones)

Hi Jim,

As our staff is moving on Thursday we are anxious to get a response about the phone set up. Can you let me know if there is someone else I should approach about this?

Thanks,

Beth

**Beth English**

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**From:** English, Beth (DPH)

**Sent:** Thursday, January 06, 2011 5:14 PM

**To:** Hanchett, James (DPH)

**Cc:** Dunn, Ceci (DPH)

**Subject:** RE: DPH Staff - Move (Immunization phones)

Hi Jim,

We have a question regarding the Immunization Program phones at Morrill. My understanding is that there are currently 4 phone lines dedicated for IMM program staff – a general line, then a line each for Marija, Suzanne, and Helen. We were hoping to maintain all 4 lines, with the ‘general’ line stationed in room 222, which would redirect callers to one of the individual staff (as in “thank you for calling the MDPH Amherst Office, press 1 to speak to Suzanne, 2 for Marija,...etc) Would you be the appropriate person to set that up for us?

If not, do you know who I should contact?

Thanks in advance,

Beth

**Beth English**

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**From:** Lobik Stephen [mailto:[slobik@facil.umass.edu](mailto:slobik@facil.umass.edu)]

**Sent:** Wednesday, January 05, 2011 1:38 PM

**To:** Dunn, Ceci (DPH); English, Beth (DPH)

**Cc:** Connolly, Grace (DPH); Pocsik Mark; Shaw Tom; Ewart Burt

**Subject:** DPH Staff - Move

Ceci and Beth,

I just got an update on the work remaining in 224 (formerly 224A) The door is out and the wall will be complete by the end of the day. Painter is scheduled for tomorrow and floor is scheduled to be waxed on Friday. Monday the furniture will be delivered and installed. The space will be ready to schedule a move anytime after Monday. Jim Hanchett will have to coordinate the phone moves because he is the TUG rep for DPH on campus. Jim just did it for the phones in his area. Can you start looking at what days might work for you? Once you give me a few days I will contact the movers. If you have any questions please let me know.

Thanks,

Stephen

Stephen Lobik

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